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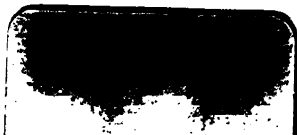
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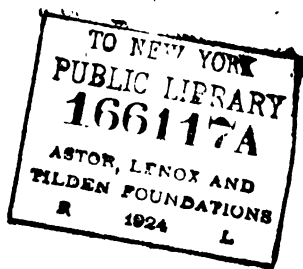
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PREFACE.

Who has not consulted a manual on Parliamentary Law for a decision, and not found difficulty in making a ready reference? In this volume all matter on any subject will be found in one chapter and not scattered throughout the book. It is hoped the numerous outlines that are used will appeal to the eye and enable the reader to gather the information wanted at a glance. Part II is to illustrate how the subject may be taught in classes. The method here shown has been long employed by the author, and if followed will bring excellent results. This class can be made one of the most interesting and profitable in an institution.

The author will be pleased to receive suggestions from teachers of the subject, and the result will undoubtedly be an improved edition.

J. A. LYONS.

CHICAGO, December 20, 1897.

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CHAPTER I.

ORGANIZATION.

1. Assemblies. Assemblies are either voluntary, mass meetings called together by those interested or they may be constituted by law. Of the former kind are meetings to form an association, political meetings, etc. Of the latter are legislatures, city councils, boards of education, etc. In the beginning all assemblies are governed by the general parliamentary law, but it is one of the rules of such law that an assembly may by its own act, make reasonable rules of its own for the conduct of its business, which rules may be different from the common parliamentary law.

2. Membership. In voluntary or occasional assemblies, it is well that only those that are congenial be invited to attend, for there can be no condition or qualification to membership in an unorganized body. Constituted assemblies are usually brought together by the call of some one in authority, and usually each member is provided by his constituents with proper

credentials, certifying to his authority to represent a certain constituency, entitled to representation in the assembly. Of this kind are congress, grand lodges, and nominating conventions.

3. Organization or Voluntary Assemblies. If the assembly is called for a single meeting or for a single purpose, it is not necessary that the organization be a complex one, but in all assemblies every step should be taken in an orderly manner. In such assemblies there is always one or more who are instrumental in calling the meeting. At the proper time one of these usually arises and calling the meeting to order says: "I move that Mr. A. act as chairman of this meeting." Some one present says: "I second the nomination." The self constituted chairman then states the motion as follows: "It has been moved and seconded that Mr. A. act as chairman of this meeting. All in favor of his doing so, please say Aye; those opposed say No. The Ayes have it and Mr. A. will act as chairman." If the motion is lost he so states that fact and calls for other nominations. Usually there is no opposition to the first party proposed but sometimes several names are proposed and each seconded, in which case the name of the first person nominated is first voted upon, and if he be rejected then the next one named is voted upon until a chairman is found who is acceptable to a majority of those present.

4. Organization of Voluntary Assemblies Continued.


When the presiding officer has been chosen he takes the chair and usually expresses his thanks for the confidence implied in his election. He then suggests that the next thing in order is the election of a secretary, who is chosen in the same manner as the chairman. For small assemblies this is all the organization necessary, but if the organization is to continue for several occasions, or the nature of its business is such as to require a copious record of its proceedings, one or more assistant secretaries may be elected and one or more vice presidents. If the meeting is called to express its sentiments on a public question it is not unusual to name a large number of vice presidents from the prominent citizens present. This is to give the conclusions of the assembly force, and credit in the community. When the meeting is thus organized, the chairman himself states the objects of the call for the meeting or calls upon some one to state them, and the meeting being now organized is ready to proceed with its business.

5. Voluntary Assemblies Continued. When the assembly is thus organized the chairman may say: "What is the further pleasure of the society?" At this stage some one (Mr. B.) who has been instrumental in the calling of the meeting, may rise and say: "Mr. Chairman;" the chairman responds by saying: "Mr. B."

This is a recognition that Mr. B. has the floor. Mr. B. may then say: "I move the adoption of the following resolution," reading a resolution embodying the object of the meeting. Mr. C. may then rise and say: "Mr. Chairman;" the chairman says: "Mr. C." Mr. C. then says: "I second the motion." The chairman then states the motion and the resolutions which have been passed up or calls upon the secretary to read them. The chairman then says: "Are you ready for the question?" The motion may be debated by the members present, each one being entitled to speak but once on the question. When no one else seems anxious to speak to the question the chairman says: "Are you ready for the question?" The members sometimes respond by saying: "Question" in chorus. The chairman then says: "The question is on the adoption of the resolutions. As many as are in favor of the same will so signify by saying Aye." Then, "As many as are opposed say No." The chairman then makes up his decision from the volume of sound and announces the motion as lost or carried as the case may be; but if he be at a loss to determine the question he or any number can call for a rising vote. After the chairman has announced his decision any member feeling that his decision is wrong may appeal therefrom to the house. When from the voices heard the vote seems a close one careful chairmen sometimes indi-

cate their decision by saying, "the Ayes or Noes *seem* to have it," then if no one objects or calls for a rising vote he adds, "the Ayes *have* it."

6. Referring Resolutions to a Committee. Sometimes it is deemed best to refer the resolutions to a committee to modify or change them as they think best, and to report their conclusions back to the assembly. A motion is then made that the adoption of the resolutions be referred to a committee. This motion may or may not also include the number of the committee and a provision as to the manner of their appointment. If it does not include these provisions, separate motions may be made supplying these details. When the chairman appoints the committee it is usual for him to appoint the mover of the motion as a member thereof, but he is not bound to do so. The first member named is considered the chairman of the committee. The committee may now retire to consider the question, and in the meantime the house may busy itself with other business. When the committee is ready to report the chairman thereof rises, and after properly "getting the floor" says: "Your committee appointed to, etc., is ready to report." The chairman may then say: "If there is no objection the report of the committee will be heard," or some member may move that the report of the committee be heard, and if seconded, voted upon and carried the chairman an-



nounces that "the report of the committee will now be heard" and recognizes the chairman of the committee who has arisen to make the report. This report should be written, and after having been read passed up to the secretary. The committee is thereupon discharged without further action. The chairman then says: "what shall be done with the report of the committee?" Some member then moves the "adoption of the report" or "that the resolution reported be agreed to," which if carried on vote make the resolutions that of the assembly the same as if originally moved by a member. If the body does not wish to adopt the resolutions as reported they can be debated and amended or postponed as desired.

When the assembly have accomplished the object of their coming together, it is proper for some one "getting the floor" to move to adjourn, upon which if carried the chairman will announce the meeting adjourned *sine die*.

CHAPTER II.

DOUBLE ORGANIZATION.

7. **Assembly of Delegates.** Every assembly of delegates is sole judge as to the qualifications of its members and consequently when it meets for organization it is not yet determined who are members and who are not. For this reason it first effects a temporary organization by electing a temporary chairman and a temporary secretary. These may be elected as explained in the preceding chapter. When the house has effected a temporary organization, the first and only thing in order is a motion that a committee on credentials be appointed. This committee retires and inspects the credentials of all its members. Sometimes there is a contest, that is, there are two or more who claim to represent the same constituency. The committee must then inquire into the claim of each and when it has decided on its report, it returns to the assembly, and at the earliest opportune moment, the chairman of the committee gets the floor and announces that the committee on credentials is ready to report.

The chairman of the assembly may say: "If there are no objections, the report of the committee on credentials will be heard" and permit the committee to make its report, or some member may move that the report be heard. It is also proper when the chairman of the committee announces that the committee is ready to report to say: "The committee on credentials is ready to report, and I move that the report be now heard," whereupon if the motion is seconded, it is put to vote. On this question only those reported by the committee can vote. The assembly may adopt the report of the committee, or it can revise it or change it as it sees fit. When the committee has decided on its membership it is then ready to proceed to form a permanent organization, and the chairman may say: "The next thing in order is the election of permanent officers." This is done by some one moving that the temporary organization be made the permanent organization or a different chairman and secretary may be nominated and elected as in the temporary organization. Not until the assembly is permanently organized is it ready for the transaction of regular business.

8. Legislative Bodies. In most legislative bodies there is some one whose duty it is to call the body to order. In the National House of Representatives it is the Clerk of the preceding House. He holds the chair until a speaker is elected.

The clerk shall at the commencement of the first session of each congress call the members to order, proceed to call the roll of members by states in alphabetical order and pending the election of a speaker, or speaker *pro tempore*, preserve order and decorum and decide all questions of order, subject to appeal by any member. Rule H. R. No. 3. In making up his roll he is directed to place thereon the names of all persons claiming seats.

9. To Form a Permanent Society. When the meeting has been called for discussing the advisability of forming a permanent society, the proper program is to first organize as an occasional meeting, as explained in the preceding chapter. The chairman may call on some one to state the objects of the meeting, after which some one will probably offer a resolution, as: "Resolved, That it is the sense of this meeting that a society should be formed in this city for the purpose of" (here state purpose). When this is seconded and stated by the chair it is open for discussion, amendment or to refer to a committee. The motion being put to vote and carried some one may now move that a committee of (here state the number) be appointed by the chair to draft a constitution and by-laws for a society (here state the object) to be presented at an adjourned meeting of the assembly. This motion having been carried the chairman may inquire: "What is the further pleasure of the house?" There appearing nothing further for the assembly to do some one should move: "That this assembly now adjourn to

meet here again at" (here state the time). This motion is debatable and can be amended.

10. Permanent Society.—Second Meeting. At the second meeting after calling the meeting to order, the chair announces the first thing in order to be the reading of the minutes of the preceding meeting. When read he states: "You have heard the reading of the minutes, if there are no objections or corrections they will stand approved as read (or corrected). Hearing none it is so ordered." Then "the next in order is the report of the committee on a constitution and by-laws," and the recognition of the chairman of that committee to read the report. When read it is handed to the chairman. The chairman says: "You have heard the report read, what shall be done with it?" Some one may move the adoption of the constitution reported by the committee. When this motion has been seconded, the chairman states it to the assembly and says: "The question is on the adoption of the constitution reported by the committee." The constitution is then read by paragraphs, the chairman pausing after reading each, for amendments. If none are offered he passes on the next and so on. If an amendment is offered it is disposed of then and there. While amendments are offered as each section is read the amended section is not adopted at this time but the constitution as a whole is adopted as hereafter ex-

plained. For if once adopted they could not well be changed later in case it be considered advisable to do so. When each section has been read and amended as far as the assembly desires the chairman then states: "The question is on the adoption of the constitution as amended; are you ready for the question?" The question is open to debate. If on vote, the constitution is adopted the chairman announces or some one moves that a recess be taken, to enable the members to sign the constitution. After this recess, only those are members and can vote, who have signed the constitution. The next in order is the election of the permanent officers, named in the constitution.

CHAPTER III.

OFFICERS AND THEIR DUTIES.


11. **Chairman or President.** It is the duty of the chairman to call the assembly to order, and preserve order and decorum therein at all times.

To cause the minutes of the preceding meeting to be read, corrected if necessary, and approved by the assembly. To recognize a member when proper and when a question is properly before the assembly to put it to them. To lay the business of the assembly before it in proper order. To decide questions of order. To give information to enquiring members as to the effect of any proposed measure. To sign all the resolutions of the society and authenticate all documents emanating from it.

His decisions should be absolutely impartial. He may recognize members while sitting, but should rise when putting a question to the assembly. When he is also a member of the assembly he has the right to participate in the debate, and before doing so he can call any member to the chair and can resume the chair when ready. When speaking on a question of order he need not leave the chair. The chairman cannot control the occupancy of the chair beyond the adjournment of the assembly, for if the chairman be not present at the

opening of the assembly and there be no vice-president, the clerk should call for nominations for a temporary chairman. The chairman when a member of the body has the right to vote as any member, but he not infrequently foregoes the privilege except in case of a tie, when he casts the deciding vote.

12. **The Secretary** is sometimes called the clerk, recorder or recording secretary. It is his duty to keep a record of the proceedings of the assembly. He should keep a suitable book in which to record these proceedings. All motions that are carried should be recorded, but usually if a motion is lost it is not necessary to make a record of it except there be later made a motion to reconsider it, when for sake of clearness the record should be complete. Much must be left to the good judgment of the clerk as to what should be recorded and what not. In educational, religious, fraternal and political conventions it is often desirable for the clerk to make a synopsis of what is said on the various questions. In such cases one or more assistants are appointed. Sometimes the entire papers are presented to the secretary, who is expected to edit them, and have them published for the benefit of the society. After writing the "minutes," the secretary should sign them.



13. The Secretary's Duties. The secretary reads all such papers or communications as are demanded by the president or the assembly.

It is his duty to keep a roll of members, to certify to all acts, votes, resolutions or proceedings of the assembly; to furnish the chairman of each committee a list of its members and notify them of the business referred to them, at the same time laying before them any paper he may have relating to such business.

When the clerk is a member of the body he can take part in the debates and can vote on all questions.

In his minutes he should not give advice or criticise; it is his duty to record simply what is done. The secretary of a board of directors should in many cases report in the minutes the yeas and nays on a question. In many societies there is also elected a corresponding secretary. This officer is the mouth piece of the society, the correspondence of the society is conducted by and through him.

14. Treasurer. It is the duty of this officer to receive all money belonging to the society either from the collector, secretary or the members, and to pay the same out only on the order of the society. This order is signed by the secretary and

also frequently by the president. He should preserve a voucher for each and every disbursement. He should report to the society in detail, when required by the rules or the assembly to do so, giving money received, disbursements and amount on hand. These reports are often referred to an auditing committee to examine the treasurer's books, vouchers and accounts. The adoption or acceptance of this committee's report, certifying to the correctness of the treasurer's accounts is equivalent to a resolution of the society to that effect.

15. Form of Report of Treasurer of E. D. Society.

To the Officers and Members of the E. D. Society :

Your Treasurer begs leave to submit the following monthly report :

On hand at last report.....\$.....

Received for dues of members.....\$.....

“ proceeds entertainment

June 16.....\$.....

The disbursements have been :

For rent of hall one month.....\$.....

“ Printing By-laws.....\$.....

“ Janitor service one month.....\$.....

Total.....\$.....

Balance on hand\$.....

All of which is respectfully submitted.

J. A. LYONS,
Treasurer of E. D. Society.

16. Report of Auditing Committee.

The report or the Committee appointed to audit the accounts of the treasurer may be in the following form:

To the Officers and Members of the E. D. Society :

We, your committee, appointed by you to examine the accounts of J. A. Lyons, your treasurer, do hereby certify that we have examined the accounts and compared the vouchers with the disbursements and find them correct as reported by the said treasurer to this society, in his report of June 25, 1897, there being a balance in his hands at that time belonging to the society, of \$.....

Respectfully submitted,

F. F. J. } *Auditing Com.*
C. O. S. }

CHAPTER IV.

INTRODUCTION OF BUSINESS.

17. **Motion.** When a meeting is duly organized it is ready for the conduct of such business as it is proper for it to do. To avoid confusion, and to enable its members to keep a tab on its proceedings, it is necessary that all business be introduced and conducted according to an agreed code of rules. By these rules and the custom of well conducted assemblies all business is usually brought before the assembly on motion of a member, for only members have a right to introduce business to an assembly. Sometimes the chairman lays before the assembly certain kinds of business, but this is done in accordance with the by-laws or rules of order previously enacted. It is also true that a formal motion is sometimes dispensed with the chairman simply saying that such and such will be considered the sense of the assembly if there is no objection; or he may put the question to vote, and then announce the result, the same as if a motion had previously been made. A case of this sort is the receiving of the report of a committee without a motion, but in

all such cases, if any member objects to the introduction of business in that manner, it must be introduced by a motion, regularly made and seconded.

18. **Motion How Made.** To make a motion or speak in debate, a member must first "obtain the floor". This is done by rising in his place and addressing the presiding officer: as, "Mr. Chairman, Mr. President or Mr. Moderator" and he should remain standing, though silent, until he is recognized by the presiding officer. This recognition is usually by a nod of the head, but preferably by speaking the member's name; thus, "Mr. A" or "Mr. A. has the floor." In such bodies as Congress and national conventions, the recognition is: "The gentleman from Illinois" or "The gentleman from Ohio has the floor". But one member can have the floor at the same time. Should two or more members rise to obtain the floor at the same time, the chairman chooses between them. Should the chairman rise to speak at the same time that a member rises, the member should yield. (When the member has obtained the floor, he should state (read) his motion but he may first state his reasons for making the motion. The member introducing a subject is first entitled to the floor to debate it.

19. **When Motion should be in Writing.** All main motions, and motions that are variable in form, should be in writing, and when stated (read) to the assembly, should be handed up to the secretary. Motions, such as to adjourn, need not be in writing. When a motion that should be in writing, is not so presented, either the chairman or any member may demand that the mover reduce it to writing.

20. **The Second to a Motion.** If there is only the mover in favor of the consideration of a question, it is not worth the while of the assembly in considering it; consequently, custom requires that a motion should be seconded by another member. After a motion is made, the chairman waits a few moments to hear if some one is to second it. If no one appears about to do so, he says: "Do I hear a second to the motion?" If he hears none, that is the end of the matter. To second a motion, another than the mover thereof, obtains the floor and says, "I second the motion". Whereupon the chairman rises and repeats the motion to the assembly. Not until it has been so stated to the house by the chairman is it the property of the assembly, not until then can it be debated, changed or voted upon. A member who holds the proxy, duly presented of another member, may move a question in his own

right and second it for that member. Up to the time a motion is stated by the chairman it can be altered, by the mover and even withdrawn. After it is so stated it is the property of the house and cannot be withdrawn except on vote of the assembly or by unanimous consent. See Sec. 60.

21. Introduction of Petitions. A petition must always be in writing, signed by the petitioners and presented by a member who either reads or states its contents, and then moves that it be received or that it be granted. It may, by proper motion, be postponed etc.

22. Do not Require a Second. The following motions, or what are in the nature of motions, do not require a second:

1. Objection to the consideration of a question.
2. A call for the orders of the day.
3. A point of order.
4. A question of privilege.
5. To have a paper under consideration read.

CHAPTER V.

MOTIONS IN GENERAL.

23. **Motions.** A motion is a formal method of presenting a proposition to an organized assembly for its consideration. It would be manifestly impossible for an assembly to dispatch business without more or less formality and system.

Most motions require a second before they become the property of the house. See Sec. 22. If the proposition is long, it should be reduced to writing by the mover and passed to the Secretary that he may incorporate an exact copy of it in his minutes. Motions are divided into five classes. The basis of this division is the object of the motion. These classes are: Main or Principal, Subsidiary, Incidental, Privileged and Miscellaneous.

24. **Main or Principal.** A main or principal motion is one presented for consideration and disposal when there is no other business before the house. It is a motion introducing business. From the definition it will be seen that there can be but one main motion before the assembly. Consequently when there is a main motion before the house and some member attempts to introduce, by motion, a subject not in any way related to the one before the assembly, the chairman should rule such mover out of order and thus refuse to entertain his motion.

25. **Subsidiary Motions,** have for their object the disposal either temporarily or finally or a modifi-

cation of, the main question. Consequently, a subsidiary motion can only be made when there is a main motion before the house.

26. **Incidental Motions** also grow out of other motions and, consequently, must be disposed of before the question out of which they grow. They largely relate to the orderly conduct of business brought before the assembly.

27. **Privileged Motions** are not concerned with the progress of the main question but with the life of the assembly itself, the relations of its members to the assembly and to each other. While they have no direct connection with the main motion, yet on account of their urgent character, they interrupt all other proceedings and secure immediate attention. For this reason they are called Privileged Motions.

28. **Miscellaneous Motions** are motions that will not fall easily into one of the preceding classes.

29. **Renewal of a Motion.** When a motion has been made and on vote is lost, it cannot as a rule be renewed until the next session, for a small minority might keep the assembly busy voting down the same proposition. The proper motion is one to reconsider, which is explained in Sec. 79. To this general rule there are two exceptions: To adjourn and to fix the time at or to which the assembly shall adjourn. The reason for these exceptions is apparent from the nature of the motions. But even these motions cannot be renewed until there has been progress in debate or business since the motion was last made.

GENERAL OUTLINE OF MOTIONS.

MOTIONS.	Privileged.	<ul style="list-style-type: none"> I. To fix time to which shall adjourn. II. To adjourn. III. For a recess. IV. Relating to rights and privileges of the assembly. V. Relating to rights and privileges of a member. VI. Call for orders of the day.
	Incidental.	<ul style="list-style-type: none"> I. Question of order including appeal. II. To have a paper read. III. For permission to withdraw a motion. IV. For suspension of the rules. V. For division of the question. VI. As to methods of consideration.
	Subsidiary.	<ul style="list-style-type: none"> I. Objection to the consideration of a question. II. To lay on the table. III. The previous question. IV. <ul style="list-style-type: none"> To postpone to a certain day. To commit. To postpone indefinitely. V. To amend.
	Miscellaneous.	<ul style="list-style-type: none"> I. To reconsider. II. Nominations.
	Main,	

CHAPTER VI.

SUBSIDIARY MOTIONS.

30. **Definitions.** Subsidiary motions are motions made about or concerning other (main) motions. They have for their object a modification, a postponement or a final disposition of the main motion concerning which they are made. By their use the assembly is able to get such motions before it as will express its wishes. The motion as first put may not exactly represent its views in all particulars, yet it may in some. Or the assembly may not wish to consider the question at all or at that time but might wish to do so at any time later at its pleasure. These all tend to the progress of business and the putting of business before it agreeable to its wishes. When one is made it interrupts the consideration of the main question to which it applies as it must be disposed of before the main question. A subsidiary motion may in turn be interrupted by the introduction of an incidental or privileged motion.

31. **Order.** Subsidiary motions have precedence of each other in the order indicated in the outline.

Subsidiary.	{	1st Rank.—Objection to consideration of question.
		2nd Rank.—To lay on the table.
		3rd Rank.—The previous question.
		4th Rank.—To postpone to a certain day.— To refer or re refer to a committee.—To postpone indefinitely.
		5th Rank.—To amend.

Thus the lowest in order being a motion to amend, it cannot be made when any of the motions above it is pending. The 4th rank consists of three motions and these have no precedence among themselves except the first one to be made must be disposed of before either of the other two can be made. Let us consider these several motions in detail.

QUESTION OF CONSIDERATION.

32. **Explanation.** This question it will be noticed stands first among subsidiary motions. It applies to main only and not to subsidiary motions and must be made if at all, when the main question to which it applies is first introduced. It cannot even be made after debate has begun upon the main question. It can be made when another member has the floor and the chairman may put the motion on his own responsibility without the

formality of a motion.* The object of the motion is: When a motion is made which the assembly does not wish to even take the time to consider or which it considers frivolous or irrelevant, some one raises the question of consideration.

33. **Form.** The manner of raising the question is as follows: A member obtains the floor and says: "I object to the consideration of this question." It does not require a second and cannot be amended or debated. The chairman puts the question of consideration to vote. The form of the question as put by the chairman is: "Will the assembly consider the question?" (naming it.) If the vote is against consideration it disposes of the main motion also, but if for consideration then the assembly proceeds as if the question of consideration had not been raised. The question of consideration can be reconsidered, but this must be done immediately and before consideration has begun on the main question. It should require a two-thirds vote.

*By a rule of the House of Representatives, the question "Will the House now consider it?" shall not be put unless demanded by a member. It only requires a majority vote, but in ordinary assemblies it having the effect of taking the question out of the hands of the assembly it seems proper to require a two-thirds vote.

TO LAY ON THE TABLE.

34. **Object.** The object of this motion is to remove the subject from the consideration of the assembly until such time as it may decide by a majority vote to take it from the table. It and the motions to postpone to a certain time and to postpone indefinitely each serve a special purpose which is shown by the outline. To lay on the table can be made when any other subsidiary motion except objection to consideration of question is pending.

35. **Form.** The form of the motion is: "I move to lay the question on the table" or, "I move that the question be laid on the table." When it is desired to again take up the question the form is: "I move to take the resolution (naming it) from the table" or, "I move that we do now consider the motion" (describing it).

36. **Effect.** The effect of an affirmative vote on a motion to lay a question on the table is to postpone its consideration until such time as the assembly may choose to consider it. It carries with it to the table all questions connected with the subject on which it is moved. Thus if moved on an amendment it carries with it the main question and vice versa, for there is nothing gained by considering an

COMPARISON OF MOTIONS POSTPONING.


TO LAY ON TABLE.	TO POSTPONE TO CERTAIN TIME.	TO POSTPONE INDEFINITELY.
Can be made when either of other two are before the house.	Cannot be made when either of other two are before the house.	Cannot be made when either of other two are before the house.
Is not debatable.	Is debatable but does not open main question.	Is debatable and opens main question to debate.
Not amendable.	Can be amended.	Not amendable.
Can be taken up at pleasure.	Cannot be taken up before date fixed except by $\frac{2}{3}$ vote.	Cannot be again taken up except by renewal of motion.
If vote is nay can be reconsidered, but if yea the motion should be to take from the table.	Can be reconsidered.	Can be reconsidered.

amendment when the question to be amended is removed from the assembly.

To these rules there seems to be these exceptions: A motion to table an amendment to rules already adopted or an amendment to the minutes does not carry with it either the rules or the minutes.

This motion is also frequently used to end the consideration of a question, for if carried, a majority can always keep it from being taken from the table.

37. To Take from the Table. When a question is taken from the table it comes before the assembly in exactly the same form with all its subsidiary motions pending as when it was laid on the table. It is in order when no other question is pending the same as a main motion and is undebatable. It is in fact a main motion. If lost it can be reconsidered, but if carried the motion is not to reconsider but to again lay on the table.



CHAPTER VII.

SUBSIDIARY MOTIONS—Continued.

THE PREVIOUS QUESTION.

38. **Object.** The object of this motion is to cut off further debate on a question. Formerly it could be applied to main questions only, but the custom is now to apply it to all *debatable* questions, hence it must take precedence of all such questions and be first disposed of. It is interrupted by incidental and privileged motions. It can have no subsidiary even to lay on the table applied to it.* In ordinary assemblies, there is little occasion for its use, but in legislative bodies, where party lines are closely drawn it seems to be a necessity, for a small minority might and have been known to, by "talking against time," unnecessarily delay the progress of business. It is not used in the United States Senate, but recently (1897) there was much discussion about the advisability of it adopting "the closure" rule. The moving of the previous question, as it is called, is apt to engender ill feeling, and for

* A motion to lay the main question on the table is in order when the previous question is before the house, and carries with it the entire subject, but the motion to lay on the table cannot be confined to the previous question.

this reason, though from a parliamentary standpoint it may be in order, yet it may not always be politic to introduce it. It is sometimes referred to as "the gag rule." It is in order on a debatable question, even before it has been debated at all. Thus the chairman of a committee may read the report, move its adoption, and when the question is before the house, move the previous question.

39. **Form.** The form of the motion is, "I move the previous question." When this is seconded, the chairman must immediately put the question to vote; for it is undebatable and unamendable. His form is, "The previous question has been moved and the question is, shall the main (or whatever question it refers to) question be now put." As many as are in favor, etc. If the mover desires to limit the motion to the subsidiary motion that may be pending and not have it also apply to the main motion, he should so state his intention in his motion. His motion is then, "I move the previous question on the amendment only," otherwise it would also apply to the main motion except as noted in the succeeding paragraph.

40. **Effect.** The effect of this motion, if carried, is to instantly stop debating, committing, and amending, and bring the question on which it is

moved to a vote.* If carried, and then that vote reconsidered, it opens up debate where it left it. If lost, the question remains as if the previous question had not been moved. It may be laid on the table, for this motion is of a higher rank, but if laid on the table, it carries with it the main question, but as has been said, the mover of the motion may limit it to the motion to commit or to amend, and in that case it will not carry with it to the table the main question. The previous question moved on:

1. Privileged questions,
2. Questions of order,
3. To indefinitely postpone,
4. To reconsider a debatable question,

does not cut off debate from any other motion than that to which they apply. The reason for this is that both the motion to indefinitely postpone and to reconsider a debatable question open the whole question to debate on its merits, as well as the propriety of the postponement or reconsideration.

*There is one exception to this rule as used by Congress. A member reporting a measure under consideration from a committee, may open and close the debate. Rule xiv.

This right to close the debate is never denied him, even after the previous question is ordered or debate closed. Jour. 1, 31. Pg. 1056.

In the House, a motion to commit is in order even after the previous question has been ordered. Rule xvii.

If after the previous question is ordered, the assembly adjourns the vote on the main question comes up at the next meeting as an order of the day.

41. **Vote.** In the House of Representatives a majority of members present, if a quorum, can carry a motion for the previous question. There has been much complaint against this restricting of what are called the "rights" (?) of the minority. Experience seems to justify the necessity of the rule, if business is to be dispatched in anything like a reasonable time, but in ordinary bodies it is a better practice to require a two-thirds vote to order the previous question. This is justified on the ground if two-thirds of the members have determined how they will vote, it is hardly presumed that the arguments of one-third will convince enough of the two-thirds to change their votes so as to defeat or carry the question by a majority vote.

CHAPTER VIII.

SUBSIDIARY MOTIONS—Continued.

TO POSTPONE TO A CERTAIN DAY.

42. **Object.** This question belongs to the third order or rank of subsidiary motions. In this rank are two other motions to commit and to postpone indefinitely. When any one of these three is moved neither of the other two can be entertained. But all these questions being debatable, the previous question is applicable to them and is of a higher rank. It yields to privileged and incidental motions. This motion is proper when the assembly has more urgent business to transact than that proposed or when the members wish to consider the question but wish more time in which to inform themselves on its merits.

When it is pending, the main question cannot be amended but it may itself be amended by changing the time to which it is proposed to postpone its consideration. It is not debatable except as to the advisability of the postponement. The merits of the main question cannot be discussed.

43. **Form.** The form is "I move that the consideration of the question be postponed until Nov.

25th next, at 11 A. M. After amendments, and limited discussion, if any, the chairman puts the question, "The question is on the postponement of the consideration of the resolution to Nov. 25th next at 11 A. M." As many as are in favor etc.

44. **Effect.** This motion being adopted, the consideration of the entire question is postponed until the time specified. It cannot be taken up before the time specified except on a two-thirds vote, otherwise a great injustice might be done by having the question called up when many were absent.

On the day to which the postponement is made, it comes up as unfinished business. A postponement cannot be made beyond the next session. In the House it cannot be postponed beyond the session. So also if defeated, it cannot be renewed on the same day but it may be reconsidered.

If the previous question is moved on it, it applies also to the main question and cuts off debate on both but may be limited to postponement question by mover.

TO COMMIT OR TO REFER.

45. **Object.** Whenever the proposition is lengthy and involves many details it is more satisfactory to refer it to a small number of members called a com-

mittee, who will digest the subject, rearrange it if necessary, and report their conclusions to the assembly for final action. In such cases, the motion to commit or refer, as it is called, is the proper one. It is in order immediately upon the stating of the question, or after some discussion and amendment may have shown the necessity of referring it. When it is pending, a motion to amend the main question cannot be made, but it can itself be amended by adding instructions to the committee or changing the number of the committee. The motion to refer is debatable, but only as to the advisability of referring, and not on the merits of the main question, for that will be in order when the committee reports. If however, the committee is to be instructed that opens for discussion the entire question, for on that depends the nature of the instructions. It being of the fourth rank of subsidiary notions, it is not in order when either of the other two motions of that rank are before the House. For if the subject is to be postponed either definitely or indefinitely, a motion to commit would be useless and vice versa. It is in order when a motion to amend the main question is pending, but it yields to all subsidiary motions of a higher rank and to incidental and privileged questions.

46. **Form.** The form of the motion may be "I move that the resolution be referred to a committee" or "I move that the order be referred to a committee of five to be appointed by the chair, with instruction to ascertain and report if it can be properly charged to the Contingent Fund."

When the reference is made but the committee or the number is not named in the reference, the chairman may say, "Of how many shall the committee consist?" When several numbers are suggested, a vote is taken on each number suggested without a formal motion beginning with the largest number and so on down until a majority is found in favor of some one number. In case several committees are suggested, the vote should be in the following order:

- I Committee of the whole.
- II A standing committee.
- III A special committee.

If the manner of selecting a special committee is not named, the chairman inquires how the committee shall be selected. If there are no objections, the chairman may name the members of the committee; or the members may be nominated and voted upon as are officers. See Sec. 3.

47. **Effect.** The effect of carrying a motion to commit is to take with it the entire subject and all that belongs to it; but the motion to commit cannot be made to a motion to amend but to the main question, for the main question should not be considered by the assembly while a pending amendment is in the hands of a committee. The first person named on a committee is the chairman to call the first meeting thereof, but the committee may elect another. For form of committee report see Sec. 16.

CHAPTER IX.

SUBSIDIARY MOTIONS—Continued.

TO INDEFINITELY POSTPONE.

48. **Object.** This is used to avoid a direct vote on the question itself. It is a polite way of killing the measure without appearing to do so. If adopted it ends the question to which it is applied. If decided in the negative the main question proceeds as if the postponement motion had not been made. It is debatable not only as to the advisability of postponement, but as to the merits of the whole question, for it goes to the final disposition of the main question. It cannot itself be amended but it can be made when an amendment to the main question is pending. It cannot be made when a motion to commit is pending for it is of the same rank.

It is not applied to the incidental motions but to main and privileged questions which as to this motion are main and it yields to privileged, incidental and all subsidiary motions except to amend, and those of its own rank.

49. **Form.** The form is: "I move that the consideration of the petition be indefinitely postponed."

50. Effect. The effect is to remove the question from the assembly finally, or at least for that session unless the vote be reconsidered, which it can be within the limits allowed for the introduction of that motion. The motion adopted carries with the main question all pending amendments. The motion postponed may be renewed at a succeeding session.

TO AMEND.

51. Object. The object of this motion is to so modify or alter the main question that it will represent the wishes and views of the assembly. The main question may in general be satisfactory, but in some particulars it may be unsatisfactory. The right to amend therefore is desirable. It is debatable when the main question is debatable. It can itself be amended, but an amendment to an amendment cannot be amended for there must be an end somewhere. It can be applied to a motion to commit changing the number of the committee or the instructions. It yields to all motions except the main one and the one to amend itself when proper. An amendment to the main question cannot be made when a motion to commit is before the House, for that is the object of committing.

52. Procedure. An amendment may be moved to any part of a question and when disposed of then to any other part, but when the question is in articles and sections, as, a bill, constitution or by-laws it is best to read the question first as a whole than to read it by sections for amendments disposing of the amendments to each section before passing to the next, but not adopting the section as amended until all are amended. (See Sec. 9.) There can be but one amendment together with one amendment to it before the House at a time.

53. Must be Germane. An amendment may entirely change or even reverse the meaning of the original proposition, still, if it be relevant it is admissible, but the change from an affirmative to a negative by the insertion of "not" is not proper for the same result might be obtained by voting the proposition down. If one section conflicts or is inconsistent with another, that is a question for the assembly and not the chairman to decide.

54. Manner of Amending. The amendment may be:

1. To insert certain words or paragraphs.
2. To strike out certain words or paragraphs.
3. To strike out certain words and paragraphs, and to insert certain other words or paragraphs.
4. To substitute another motion for the one pending.
5. To divide the question.

The motion to insert should definitely state the words to be inserted and the place of their insertion. The chairman after stating the words to be inserted and describing the place of their insertion, says: "The question is; will the assembly agree to the amendment? All in favor, etc." If the motion is lost, the words declared against nor part of them, cannot be proposed unless other words are put with them that will constitute a different proposition.

The same is true of an amendment to strike out when lost.

A motion to strike out and insert is a combination of the preceding two motions. The words proposed to be inserted need not be inserted in the same place as those to be stricken out. A motion to strike out and insert cannot on motion be divided.

When there is an amendment pending the vote is first taken on the amendment and then on the main question, and in like manner if there is pending an amendment to an amendment, the vote is first on the amendment to the amendment, then on the amendment, and lastly on the main question.

Sometimes a resolution is offered, with blanks for dates and amounts to be filled in as the assembly

may desire. Several suggestions may be made by member ; these should be voted on, beginning with the largest sum and the longest time, and so on down until a majority be found for some one.

55. Cannot be Amended. The following questions cannot be amended:

To adjourn. (Unless it means a dissolution of the assembly.)

Appeal.

Question of consideration.

To lay on or take from table.

Point of order.

The previous question.

To postpone indefinitely.

To suspend the rules.

For leave to withdraw a motion.

To reconsider.

CHAPTER X.

INCIDENTAL MOTIONS.

56. Definition. As the name implies, these are motions that arise incidentally out of other motions. They refer more to the manner of doing business than to the doing of business itself. Subsidiary motions tend to the temporary or final disposal of business. Incidental motions may in proper cases interrupt both main and subsidiary motions. The principal incidental motions are:

1. Questions of order including appeal.
2. Reading of papers.
3. For leave to withdraw a motion.
4. To suspend the rules.
5. To divide a question.
6. As to methods of considering.

QUESTION OF ORDER.

57. What is. The business of an organized assembly must be conducted according to a code of rules previously adopted by the assembly, or according to general parliamentary rules. It is the duty of the presiding officer, as well as of each member, to see that the business so proceeds. Should the assembly attempt to proceed in an improper manner, it is the duty of the presiding officer to check it at once, but in case he fails to do so,

it is the privilege and duty of a member to call attention to the digression. This is called "Raising a point of order."

58. How Point Raised. When a member thinks another member or the chair is not proceeding according to the rules, he rises and says: "Mr. chairman: (without waiting for recognition) I rise to a point of order." The chairman then requests him to state his point, which he does as clearly as may be. Then without a second and with or without debate at the pleasure of the chairman, the chairman decides whether the "point of order" raised is well taken or not. If the member is not satisfied with the decision, he says, "I appeal from the decision of the chair." If the appeal be seconded, the chairman states the question as for an ordinary motion, and calls for discussion. He then puts the question, "Shall the decision of the chair be sustained?" If the vote be a tie, the decision is sustained.

The previous question may be applied to it but the more common practice is to move to lay it on the table, for that is undebatable, as is the previous question, and besides if carried, it disposes of the entire question and sustains the chair. To lay it on the table carries nothing with it but the appeal.

A question of order must be raised at the earliest possible moment, or it is itself out of order.

When an appeal is pending no other points of order or appeals can be raised, but all such questions must be decided by the chairman, who may afterwards be called to account for his actions.

TO HAVE A PAPER READ.

59. **Explanation.** When a paper is before the assembly for consideration, a member is entitled to have it read once, and his request should be granted upon call ; but the reading of papers or documents which only have a bearing on the question under consideration, requires the consent of the house. If anyone objects to the reading, a motion may be made to permit the reading. This motion is not debatable nor amendable.

FOR LEAVE TO WITHDRAW.

60. **Object.** Up to the time a motion is stated by the chair it can be withdrawn or changed by the mover, but as has been said when it is stated by the chair, it is then the property of the house and can not be withdrawn except by permission of the assembly. This consent is obtained by a motion regularly made or by common consent. This motion is not debatable or amendable, but must be voted on as put.

61. **Form.** "I ask the consent of the assembly to withdraw the motion."

62. **Effect.** If adopted the effect is as if the motion had never been made.

SUSPENSION OF THE RULES.

63. **What is.** The constitution cannot be suspended even by a unanimous vote. Neither can the by-laws be suspended unless they provide for their suspension. But rules of order such as "Order of business" or "Hour for recess" may by proper motion be suspended. In such cases it should require a two-thirds vote. This motion cannot be reconsidered, amended or debated. It is a question to be voted for or against, as it stands.

In the House during the pending of this motion, but one motion, to adjourn, is in order.

Unamendable or undebatable questions cannot be made debatable or amendable by a suspension of the rules, but visitors may be permitted to debate by the motion. It can be laid on the table. The motion can only be made for a specific purpose naming it, and not for a session.

DIVISION OF THE QUESTION.

64. **Object of.** When a question consists of more than one distinct proposition it may by proper ac-

tion be divided and each part passed upon separately. The several parts must be complete and distinct propositions when standing alone. When the motion to divide has been made, the chair may decide as a question of order whether the division can be made. If put to a vote it is decided as other questions. It is amendable but not debatable. When divided each part is taken up in its order as if originally made in that manner.

65. **Form.** "I move for a division of the question into two parts, the first to end with the word 'practice.'"

METHOD OF CONSIDERATION.

66. **Use.** These motions, as the name implies, relate to limitation of debate. They therefore apply to debatable questions only. They are something like the "previous questions" in that they affect debate. They can be amended and reconsidered but not debated. Thus a motion may be made limiting the length of speeches to, say, five minutes or less; the number of speeches on a side to three; or to close debate on the question at a certain hour. If the motion be, "I move that debate on the question be now closed," it amounts to the previous question and should require a two-thirds vote.

CHAPTER XI.

PRIVILEGED MOTIONS AND QUESTIONS OF PRIVILEGE.

67. **Definition.** These are motions that relate to the rights of the assembly, or of a member, and owing to their urgency, they are called privileged, and are assigned the highest rank among motions.

68. **List of Privileged Motions and Questions of Privilege.**

- | | | |
|----------------------------------|---|--|
| Privileged
Motions. | { | 1. To fix time to which shall adjourn.
2. To adjourn.
3. For a recess. |
| Privileged
Questions. | { | 4. Questions of privilege relating to the assembly.
5. Questions of privilege relating to a member.
6. Call for orders of the day. |

The first three are privileged motions, and the second three are called questions of privilege.

TO FIX TIME TO WHICH SHALL ADJOURN.

69. **Object.** It may be made at any time during the session and long before there is any thought of adjourning. If the assembly does not have regular sessions, with stated times for meeting, a simple motion to adjourn would mean a dissolution of the

organization. For this reason, it is well that this motion should be made early in the session, and if there are to be several meetings on successive days, a motion should be made early in the session, fixing the hour the assembly shall meet each day.

If used as a privileged motion, that is made when another motion is pending, it is undebatable, but is always amendable, for the time stated may not be agreeable. In ordinary societies it is not often used as a privileged motion, but it is introduced when there is no other business before the house. It is then a main motion, and like all such motions is debatable, and may have any subsidiary motions applied to it. When a privileged motion, it can be made after a motion to adjourn has carried, but before the result is announced.

70. **Form.** I move that when we adjourn, we adjourn to meet to-morrow, at 8 p. m.

TO ADJOURN.

71. **What is.** This motion may be qualified or unqualified. The motion unqualified, is a simple motion to adjourn. The motion qualified, is a motion to adjourn at a certain time, to a certain time, or to a certain place. It is only when unqualified, that it is a privileged motion. It precedes all other motions, except to fix the time to which shall

adjourn. It cannot be debated, amended, or reconsidered, but must be voted on as made. If voted down, it cannot be renewed until business has been done or progress made in debate. When made, these motions are in order :

1. For leave to withdraw it. .
2. To fix time (or place) to which shall adjourn.
3. As to manner of considering.
4. To enter reconsideration on the minutes.

It also stands to reason that appeals, questions of order, etc., must be decided even if the motion to adjourn be interrupted. If the effect of a motion to adjourn would be to dissolve the assembly, it is made amendable and debatable from the necessity of the case.

When a motion to adjourn is qualified, it is not a privileged motion, but a main motion. The motion to adjourn, (unqualified) while highly privileged, cannot take a member off the floor.

72. Form. When a motion has been made to adjourn at a stated hour, and that hour has arrived, the Chair says, "The hour fixed for adjournment has arrived, and the assembly stands adjourned."

73. Effect. When the adjournment closes, the session and the term of office of some or all of the members expires, the adjournment puts an end to

all unfinished business. If the assembly holds regular or stated sessions, and the term of office of no members expires, unfinished business may be taken up at the next session. Business comes up at an adjourned meeting the same as if there had been no adjournment. See Sec. 105.

FOR A RECESS.

74. **Position.** This motion stands third in priority in privileged motions. It cannot be debated but can be amended. After a recess and the assembly has resumed its work, it is considered the same meeting as before recess.

QUESTIONS OF PRIVILEGE.

75. **What are.** The House of Representatives has defined questions of privilege to be: "First—Those affecting the rights of the House collectively, its safety, its dignity, and the integrity of its proceedings. Second—The rights, reputation and conduct of members individually, in their representative capacity." Of the first, are disorder in the gallery, or tampering with its records. Of the second, are libels against a member. These going as they do, to the integrity or usefulness of the assembly are highly privileged. They are not motions in fact, but simple statements. They are

raised by a member, who, rising, says: "Mr. Chairman, (without waiting for recognition) I rise to a question of privilege." The chairman then requests him to state his question, and he then decides whether it is a privileged question or not. This decision is subject to an appeal to the House. If it is decided to be a privileged question, the assembly proceeds to take whatever action it deems proper in the case.

ORDERS OF THE DAY.

76. **What are.** We have seen that sometimes the consideration of a question is postponed to a certain day and hour. When such is the case, the motions become on that day, one of the orders of the day. Sometimes the motion is that the question be made a special order for a certain day, but that is in fact, a motion to postpone to a certain time. All the questions that are so set down for a certain day, become the "orders of the day" for that day. These come up in the order of their assignment. If the hour is fixed for the question, when that hour arrives, the assembly suspends the business it is engaged in, and takes up the assignment. Any member can call for the orders of the day, and in doing so, may take a member off the floor. If the assembly would prefer to continue the business be-

fore it, rather than take up the orders of the day when called for, it can do so for its decision is not irrevocable. To do this, the question of consideration should be raised at once. The question of consideration would have to be raised against each order as it is reached. A call for the orders of the day takes precedence of all questions except privileged motions, and the question of consideration. It is neither debatable nor amendable, and does not require a second.

77. **Kinds.** There are two kinds of orders, general and special. General orders may be made by a majority of the members, by adopting a programme for each day. If the society has a regular order of business, a general order cannot set this order aside, but each subject assigned for the day, must be reached in regular order on the regular programme. Changing the regular adopted programme would amount to a suspension of the rules, which would require a two-thirds vote. Consequently, to make a subject a special order for a certain day and hour it requires a two-thirds vote.

CHAPTER XII

MISCELLANEOUS MOTIONS.

78. What are. Motions that will not easily classify under the heads already given, are classified as miscellaneous motions. The principal ones are:

1. To reconsider.
2. Nominations.
3. Order method of voting.

TO RECONSIDER.

79. Object. A proposition may be adopted or rejected, but on reflection, there may be a change of opinion on the question. No assembly is infallible and its decision should not be irrevocable. If action has not rendered it beyond reversal, any member who voted on the prevailing side may move to reconsider the question. If the vote was by ballot any member may move to reconsider. Any member may, without regard to how he voted second a motion to reconsider. This motion must be made on the day the vote was taken, or at latest on the succeeding day, not counting holidays. The question may not be considered at that time, but the motion to reconsider must be made and entered

on the minutes. It can then be called up at any time by a member.

80. When Permissible. The motion cannot be applied to:

1. Motions to adjourn.
2. To lay on the table, when decided affirmatively.
3. Suspension of the rules.
4. To reconsider.
5. Election of officers.

After the previous question has been partly executed, it cannot be reconsidered. To reconsider a question, the assembly must first reconsider in an inverse order all votes which affect the question to be considered. Thus the main question must be reconsidered, and then any amendments voted on. A motion to reconsider is debatable if the question to reconsider is debatable, and otherwise if it is not. If debatable, it opens debate on the merits of the main question.

81. Effect. If carried, it brings the main question before the assembly exactly as it was when it went to vote. When the motion to be reconsidered was passed under the previous question, a motion to reconsider opens debate and if carried, the question can still be debated. The motion to reconsider being adopted, the main question is then before the assembly to be re-voted on.

NOMINATIONS.

82. **How made and Voted upon.** When there is an election of an officer, such as treasurer, to be had, the chairman announces that nominations for treasurer are now in order¹. Several persons may be named, and as they are named, they are noted by the secretary. When nominations have ceased, a vote is taken on the first one named, and if he receives a majority of the votes cast, he is declared duly elected. If he does not receive a majority of the votes cast, a vote is taken on the next nomination and so until some one gets a majority of the votes cast, even though his vote be smaller than that received by a candidate previously voted upon.

83. **By Ballot.** The method of voting on nominations described in the preceding section, is always proper except when the society has, by a previous resolution, ordered the vote to be by ballot, or the constitution or by-laws so provide. In that case, tellers are appointed, and they distribute the blank ballots, collect and count them, announcing to the chairman the result. By this method, all candidates are voted upon at the same time, but a candidate to be elected must receive a majority and not a mere plurality of the votes cast. If no one receives a

majority, it is so announced and another ballot is taken, and so on until some one receives a majority vote. It is proper for the assembly, by a resolution previously passed, to declare an election on a plurality vote. In announcing the result of a vote, the chairman announces the total number of votes cast, the number necessary to elect, and the number received by each candidate.

It is usual to permit the person making a nomination to set forth the special fitness of his candidate for the office. Nominations require a second, but a person not nominated may be voted upon, and indeed elected. A vote on an election cannot be reconsidered.

ORDERING METHOD OF VOTING.

84. **Methods.** There are four methods of voting in assemblies on propositions, these are:

1. By sound.
2. By rising, or raising hands.
3. By yeas or nays.
4. By secret ballot.

The method of voting by sound is in most common use in ordinary assemblies, and has already been considered and illustrated.

85. **By Rising or Raising Hands.** When a chairman or a member is in doubt as to the vote, when by

sound, either may demand a rising vote. The demand, if made by a member, does not require a second, and is not voted upon but is conceded as a matter of right. The chairman announces, "As many as are in favor of the resolution will please rise." They remain standing until the tellers, or if none, the chairman counts them. Then when they are seated, "As many as are opposed please rise." From the count thus taken the vote is announced. Sometimes it is taken by raising the hand instead of rising.

86. **By Yeas and Nays.** This method of voting is rarely used in ordinary assemblies, but finds favor in legislative bodies, for it has the effect of recording the vote of each member on the question. It thus enables a constituency to ascertain how its representative voted. In congress, one-fifth of the members present can order, or compel a vote to be taken by yeas or nays.

In ordinary assemblies a majority only is required. To take the vote in this manner the presiding officer states both sides of the question; thus, "As many as are in favor of the resolution will, when their names are called say aye and those opposed, no." The clerk then calls the list of members alphabetically, and as each member replies his

vote is recorded. After the call has begun it cannot be interrupted by appeals or otherwise.

87. **Casting Vote of Assembly.** It is proper on motion to delegate any one, such as the secretary, to cast the ballot of the assembly, but this must be by unanimous consent.

88. **Changing Vote.** A member wishing to change his vote may do so at any time before the result is announced.

CHAPTER XIII.

COMMITTEES.

89. **Necessity for.** It has been often said that large bodies move slowly. This applies with especial force to deliberative assemblies. It is a well known experience that other things being equal, a small assembly can transact business more quickly than a large one, and especially is this true when there are many details to be attended to. A committee being smaller than the assembly, can study a proposed measure, gather information in detail, and put it in proper and business-like shape for the final consideration of the assembly, for the committee is only an advisory body and can take no steps that are binding on the assembly itself. Time is also gained in another way by referring questions to committees for several matters may be referred to an equal number of committees, and all be investigated at the same time.

90. **Kinds.** Committees are of two kinds—standing and select. Standing committees are more or less permanent, while select committees are appointed for a special purpose, and hence are temporary.

91. Standing Committees. Standing committees may be appointed at any time, but they are usually appointed at the beginning of a session, or at stated intervals, such as the beginning of the year or quarter. In many bodies, the constitution or by-laws provide for the appointment of certain standing committees, and prescribe their jurisdiction.

92. Select Committees. Select Committees are selected for a special investigation. These are usually subjects that cannot be well investigated by a regular standing committee. In the matter of choosing the committee to which an assembly may refer a subject if the constitution and by-laws are silent, or a standing rule does not interfere, the assembly has full discretion.

93. Selection. Members in committees are selected in a variety of ways, as follows:

Appointed by the Chair.

Nominated by the Chair and voted on by assembly.

Nominated by a nominating committee.

By a resolution or motion.

Nominated from the floor.

It is customary to name the member introducing the motion or resolution, to refer the question to a committee as a member thereof, but the chairman

is not required to do this. The first member named is the chairman of the committee, but the committee may, at its first meeting, decide on another. In the selection of a committee, care should be exercised to see that the different views on the question are represented, for the purpose of the committee is to determine the truth, and this is best ascertained by a full discussion, all sides being represented.

94. **Appointed by the Chair.** This is the method usually employed in ordinary assemblies. Not unfrequently, the by-laws provide that the chairman shall name the members of standing committees. It is also common for a member to move that a certain question be referred to a select committee of (any number) to be appointed by the Chair.

95. **Nominated by the Chair and Voted on by the Assembly.** By this method the chairman puts in nomination a certain number of names, and on these the assembly votes.

96. **By a Nominating Committee.** This method is frequently used in legislative bodies, composed of one or more parties. It is also made use of, sometimes, in the selection of officers as well as committeemen. The list of names reported by the committee is voted on by the assembly.

97. **By Resolution or Motion.** In this case the resolution or motion to refer the matter in question to a committee also includes the names of the members of the proposed committee.

98. **Nominated from the Floor.** When the assembly has decided to refer a question to a select committee, the chair may say "whom will the assembly have to act on the committee?" Several nominations may be made from the floor, and then these names will be balloted upon in the order in which each was nominated.

98a. **Report.** To receive a report is not an adoption of it. To receive a report is to hear it read, and if a member objects to its being read it requires a motion to hear it; then if the assembly desires to adopt the report, a motion should be made to that effect. Not until then are the merits of the report open for discussion. Reports are often received without a formal motion, but that is by unanimous consent.

CHAPTER XIV.

COMMITTEE OF THE WHOLE.

99. **Origin of.** In an early day in England, the speaker of the House of Commons was elected by the House subject to the approval of the King, and he became the spy of the King, reporting the points raised in debate in the House to him, thus betraying the members. Consequently, they devised this committee, and when they wished to discuss a question in secret, they resolved themselves into a Committee of the Whole, and electing a chairman for the occasion, excluded the speaker.

100. **Chairman and Clerk.** When a motion is made to go into a Committee of the Whole, the motion frequently includes the name of the chairman of the committee. If it does not contain the name of the chairman, the chairman of the assembly appoints one, and his decision is usually acquiesced in, but the assembly undoubtedly has the right to object and name the chairman. The clerk of the assembly acts as clerk of the committee, takes notes, but makes no record of the proceedings, for the proceedings of no committee are proper for the records of the assembly. His notes will, however, assist the chairman of the committee in making his report.

101. **Form of Motion.** "I move that the assembly resolve itself into a Committee of the Whole, with Mr. A. in the chair to consider a lecture course." This motion is really a motion to commit, and is subject to all the rules governing such motions. It in fact embodies the main and subsidiary motion in one.

102. **Procedure.** If the motion is carried, the chairman vacates the chair, and the chairman of the committee takes his place. Only motions to amend and to rise and report are in order in the committee of the whole. The chairman even has no authority to preserve order, and if the committee grows too boisterous the chairman of the assembly should resume the chair and call the meeting to order. A member can speak as often as he likes; indeed this is one of the advantages of this committee. When the subject under consideration is fully discussed, some one moves that the committee rise, and the chairman be instructed to report (here insert its conclusions). If carried, the chairman of the assembly resumes the chair, calls the meeting to order, and recognizes the chairman of the committee, who reports as instructed by the committee. This report may be treated as any other report of a committee. A committee of the whole cannot adjourn, but must rise and report and may ask for leave to sit again.

CHAPTER XV.

MISCELLANEOUS MATTERS.

103. **Quorum.** A quorum is the least number that can transact business. A society has the right by constitution, by-law, or a special rule, to fix on any number for a quorum. In assemblies having regular and stated meetings such as lodges, it is well and customary to have the quorum fixed at a small number. The meeting should not be called to order until there is a quorum present, but if a quorum is not likely to appear, the only thing for those present to do is to fix time to which shall adjourn, take a recess, or to adjourn. Should the number be afterward reduced below a quorum then it need not interrupt debate, but no vote can be taken. The by-laws of a corporation should specify what number shall constitute a quorum for the board of directors; also for stockholders' meetings. A quorum for the committee of the whole is the same as for the assembly.

104. **Session.** A meeting is an assembling together of a deliberative body and lasts only until the first adjournment, either *sine die* or temporary. A recess does not terminate a meeting. A session is a single meeting, or a series of meetings terminated by an

adjournment *sine die*. Any meeting which is not an adjournment of another meeting begins a session. In a lodge, meeting at stated intervals, such meeting is a session. If the by-laws provide that a certain kind of business can only be transacted at a stated session, and it is desired to do it at another date, it can be accomplished by adjourning the stated meeting to the date wished. The adjourned meeting with the stated meeting constitute one session.

An assembly cannot at one session control the action of the next session. So, though a proposition may be indefinitely postponed, it cannot be renewed at that session, but can be renewed at any later session. A motion to reconsider made at one session may be called up at the succeeding session,

105. Order of Business. In ordinary societies the order of business is as follows:

1. Call to order.
2. Roll call (if customary).
3. Reading and approval of minutes.
4. Orders of the day.
5. Unfinished business.
6. New business.
7. Adjournment.

If this or any other order of business is regularly adopted by a standing rule, to take a subject up out of its order would require a suspension of the rules,

but as each topic is reached, on the call a majority vote will lay it on the table, and the desired topic reached at once.

106. Debate. All members should be decorous in debate. It is well that the members should not address the members in debate, but the presiding officer. They should not refer to each other by name, but by some description.

Debate should be confined strictly to the question before the house. Should a speaker wander from his subject, it is proper for a member or the Chair to call him to order.

A member can, in the assembly, speak but once to a question at the same stage. In ordinary assemblies the length of speeches should be limited to ten minutes.

107. Constitution and By-Laws. For form of constitution and by-laws, reference should be had to page 87. Previous notice of an intention to amend either the constitution or by-laws should be required. It is common to permit the constitution to be amended only at the quarterly or annual meeting. At the organization of an assembly some standard work on parliamentary law should be adopted as a guide.

PART II.

Parliamentary Practice.

In several conspicuous places suppose there was posted the following :

NOTICE.

All persons interested in the practical study of Parliamentary Law are requested to meet in the College Hall, Friday evening, December 20, at eight o'clock.

O. M. POWERS.

FIRST EXERCISE.

ORGANIZATION AND AMENDMENTS.

O. M. POWERS: Ladies and Gentlemen, you have assembled here this evening upon my call, and the first thing in order would be the appointment of a chairman ; but, by sufferance, I may be permitted to state more fully the purpose of the call.

Societies, Lodges, Literary Organizations, and Deliberative Assemblies, in general should conduct their business meetings according to certain customary and established rules, embodied in Parliamentary Law. No amount of study without practice will make a parliamentarian. In a few meetings of which this can be the first, the essentials can be learned. The object of this meeting is to ascertain your wishes concerning organizations for practical work. In order to be parliamentary in the consideration of the subject, it will be necessary to enter into temporary organization.

Whom shall we have for temporary chairman?

H. T. CLARK: I move that Mr. J. N. Roe act as temporary chairman.

I. T. MYERS: I second the motion.

O. M. POWERS: It is moved and seconded that Mr. J. N. Roe act as temporary chairman. All in favor of the motion say *aye*. All opposed say *no*. The *ayes* have it, and Mr. Roe will act as temporary chairman.

CHAIR [J. N. Roe]: The next thing in order will be the election of a temporary secretary.

J. R. PRICE: Mr. Chairman, * I move that Mr. C. O. Smith act as temporary secretary.

*After addressing the Chair, the speaker pauses for recognition.

R. A. HERITAGE: Mr. Chairman, I second the motion.

CHAIR: It is moved and seconded that Mr. C. O. Smith act as temporary secretary. All in favor of the motion say *aye*. All opposed say *no*. The *ayes* have it and Mr. Smith will act as temporary secretary. What is the pleasure of the assembly?

J. E. CHRISTY: Mr. Chairman, I move that all persons who desire to engage in Parliamentary Practice pass their names on slips of paper to the secretary.

J. E. MCAULEY: Mr. Chairman, I second the motion.

CHAIR: You have heard the motion. Are there any remarks? All in favor of the motion say *aye*. Those opposed say *no*. The *ayes* have it. Pass your names to the secretary.

J. R. PRICE: Mr. Chairman, I move that Mr. Spencer favor the assembly with a vocal solo.*

B. F. PERRINE: Mr. Chairman, I second the motion.

CHAIR: It is moved and seconded that Mr. Spencer favor the assembly with a vocal solo. Are there any remarks?

*The motion, though puerile, well illustrates the ease with which business for practice can be originated,

M. L. WALKER: 'Mr. Chairman, it gives me pleasure, &c. [Speaks five minutes concerning Spencer's musical talent.]

I. T. MYERS: Mr. Chairman, this hall is unfit &c., [Speaks against the motion.]

J. A. STEPHENS: Mr. Chairman, I move to amend the proposition by striking out the word *vocal* and inserting in its place the word *piano*.

F. F. JUDD: Mr. Chairman, I second the motion.

CHAIR: It is moved that the word *vocal* be stricken out and the word *piano* be inserted. Are you ready for the question?

A. BLAIR: Mr. Chairman, I move to amend the amendment by inserting the word *violin* for that of *piano*.

H. T. CLARKE: Mr. Chairman, I second the motion.

CHAIR: It is moved to amend the amendment by inserting the word *violin* for that of *piano*. Are you ready for the question?

J. H. KING: Mr. Chairman, I move to amend the amendment to the amendment by, etc.

CHAIR: You are out of order. An amendment to an amendment cannot be amended. If there are no remarks, we will proceed to vote upon the

amendment to the amendment. All in favor of the amendment to the amendment—that the word *violin* be substituted for that of *piano*—say *aye*. All opposed say *no*. The *ayes* have it and the amendment is carried. The vote will now be upon the first amendment as amended—that the word *violin* be substituted for that of *vocal*. All in favor of the motion say *aye*. All opposed say *no*. the *noes* have it, and the amendment is lost. The vote will now be upon the original motion. All in favor, etc. [Interrupted.]

L. C. BRAND. Mr. Chairman, will you state the question again?

CHAIR: The motion is, "that Mr. Spencer favor the assembly with a vocal solo." All in favor will say *aye*. All opposed say *no*. The *noes* have it, and the motion is lost. Mr. Spencer will not sing.

MEMBERS: Division! Division! Division!

CHAIR: A division is called for. All in favor of the motion will *rise*. The secretary will count. All opposed *rise*. The vote is 27 to 24, and the motion is carried. Mr. Spencer will sing.

CHAS. STEWART: Mr. Chairman, I move the secretary read the names of those interested in the organization.

MEMBERS: Second the motion! Second the motion! [From a dozen voices.]

CHAIR: If you desire to second a motion, rise, address the Chair, and receive recognition from the Chair before you speak. You have no right at any time to say anything until the Chair has given you the floor. If the Chair knows you when you have risen and addressed him, he will recognize you by speaking your name; if he does not know your name, he will ascertain it and say, "You have the floor." If several arise at once, he can recognize but one.

E. M. KIDDER: Mr. Chairman, I second the motion.

CHAIR: [States the motion.] Any remarks? All in favor of the motion say *aye*. All opposed say *no*. The motion is carried. The secretary will read the names.

SECRETARY: J. A. Spencer, F. F. Judd, Chas. Stewart, J. R. Price, M. L. Walker, H. T. Clarke, J. A. Stephens, J. E. McAuley, I. T. Myers, J. H. King, W. H. Hunt, etc. [All names are read].

CHAIR. What is the pleasure of the house?

J. F. SMITH: Mr. Chairman, I move the adoption of the following: *Resolved*, That this body

enter into permanent organization for Parliamentary Practice, and that the following committees, each consisting of ten members, be appointed by the Chair: Permanent Organization ; Outline of Practice ; Rules of Order.

J. A. LYONS: Mr. Chairman, I second the motion.

CHAIR: Motions of this nature and length, and all motions that are variable, should be in writing and passed to the secretary. The common motions, which are always in the same form may be presented orally. The secretary will read the resolution which has been duly moved and seconded.

SECRETARY: [Reads.]

CHAIR: Are you ready for the question? All in favor,—[Interrupted.]

F. F. JUDD: Mr. Chairman, [Debates.] I move to amend the motion by inserting among the committees one on Constitution and By-Laws.

T. H. B. CAMP: Mr. Chairman, I second the motion.

W. L. WRIGHT: Mr. Chairman, I am, etc. [Interrupted.]

CHAIR: You are out of order. The motion must be stated by the Chair before you can debate it. The motion is to insert among the committees

one on Constitution and By-Laws. Are there any remarks?

A. N. PALMER : Mr. Chairman, [Speaks opposing the amendment.]

H. SIMONTON . Mr. Chairman, [Speaks favoring the amendment.]

CHAIR : Are you ready for the question ? All in favor of the amendment,—[Interrupted.]

E. S. PRICE : Mr. Chairman, I move to strike out from the resolution " Outline of Practice."

J. H. RUSSELL : Mr. Chairman, I rise to a point of order.

CHAIR : State your point of order.

J. H. RUSSELL : The point of order is this : There cannot be two amendments pending to the main motion at the same time. There can be an amendment to an amendment, but not another to the main motion until the one pending is disposed of.

CHAIR : The Chair decides the point well taken. The motion is out of order. Are you ready for the question of amendment ? All in favor of the motion will *rise*. Those opposed *rise*. The motion to amend is carried. Are you ready for the main question as amended ? All in favor say *aye*. All

opposed say *no*. The motion is carried. The Chair will appoint the committees. (Appoints them.)

A. E. BAKER: Mr. Chairman, I move we adjourn.

G. A. THORN: Mr. Chairman, I second the motion.

CHAIR: It is moved that we adjourn.

W. W. STRAYER: Mr. Chairman, we cannot adjourn now, etc.

CHAIR: You are out of order. The question is not debatable.

WM. BROWN: I move to amend by inserting to meet at 8 p. m. to-morrow.

CHAIR: You are out of order. The motion To Adjourn is too highly privileged for amendment.

G. W. WEBSTER: Mr. Chairman, something must be done. We should not separate without a time of meeting.

CHAIR: Refer to negative rules in the Guide.

J. H. LONG: Mr. Chairman, I move that when we adjourn we meet at 8 p. m. to-morrow.

J. R. WILSON: Mr. Chairman, I second the motion.

CHAIR: The Chair can entertain this motion on account of its extreme necessity. All in favor

say *aye*. All opposed say *no*. The motion is carried. Now, all in favor of the motion to adjourn say *aye*. All opposed say *no*. The house stands adjourned.

SECOND EXERCISE.

PERMANENT ORGANIZATION.

CHAIR: [Sounds the gavel.] It is time for business. The secretary will read the Minutes.

SECRETARY:

Chicago, Dec. 20, 1897.

Upon the call of O. M. Powers, about two hundred persons assembled *en masse* to consider the question of organization for Parliamentary Practice. Temporary organization consisted of Mr. J. N. Roe, chairman; Mr. C. O. Smith, secretary. Upon motion, the names of all desiring to engage in Parliamentary Practice were placed in the hands of the secretary.

After several amendatory motions for practice the following was adopted:

"*Resolved*, That this body enter into permanent organization for Parliamentary Practice, and that the following committees, each consisting of ten members, be appointed by the Chair: Permanent Organization; Outline of Practice; Rules of Order." It was moved and carried to amend the resolution by adding a committee on Constitution and By Laws. The Chair appointed. A motion was made to adjourn followed by one "that, when we adjourn, we meet at 8 p. m. to-morrow." Both motions were carried and the meeting adjourned.

C. O. SMITH, Secretary.

CHAIR: Are there any corrections to the minutes? There being none they are adopted as read. The next in order is the report of committees. Is the committee on Rules of Order ready to report?

R. A. GREEN: Mr. Chairman, your committee recommends that the rules in "The Parliamentarian's Guide" be the rules of this assembly, and I move their adoption.

T. L. ROBERTS: Mr. Chairman, I second the motion.

CHAIR: [States the motion.] Any remarks?
[Motion carried.] Is the committee on Permanent Organization ready to report?

R. E. RAY: Mr. Chairman, your committee respectfully submits the names of Mr. J. A. Lyons for permanent chairman, and Miss N. Y. Blair for permanent secretary.

CHAIR: What shall be done with the report of the committee?

A. L. MOORE: I move that the candidates be voted upon singly.

I. T. MYERS: Mr. Chairman, I second the motion.

CHAIR: [Motion stated, voted on, and carried.] All in favor of the nomination for chairman will

rise. All opposed *rise.* Mr. Lyons is elected. [In like manner Miss N. Y. Blair is elected secretary. The permanent officers immediately take the place of the temporary ones.]

CHAIR [J. A. Lyons]: [Mr. Lyons addresses the assembly acknowledging the compliment paid him.] Is the committee on Constitution and By-Laws ready to report?

A. L. MOORE: Mr. Chairman, your committee through its chairman respectfully submits the following:

CONSTITUTION.

ARTICLE I. NAME.

This association shall be known by the name *Parliamentary Society.*

ARTICLE II. MEMBERSHIP.

Section 1. Any person who manifests an interest in the object of the Society may be proposed for membership, and his admission shall be determined by a three-fourths vote of the members present.

Section 2. Any person may be elected an honorary member by a unanimous vote at a regular meeting. He shall be entitled to all the privileges of a member, except to hold office and vote in the election of officers.

ARTICLE III. OFFICERS.

The officers of the Society shall consist of a president, secretary, and sergeant-at-arms. They

shall be elected annually by ballot at the first regular meeting in January.

ARTICLE IV. MEETINGS.

The meetings shall be held regularly on the last Friday of each month at 8 p. m. At the request of six members the president shall call a special meeting.

ARTICLE V. AMENDMENT.

Any proposed amendment to the constitution shall be read at two regular meetings previous to a vote thereon, and shall be determined by a three-fourths vote of the members present.

BY-LAWS.

ARTICLE I. INAUGURATION.

At the inauguration of each officer, he shall be required to make the following affirmation :

"I do hereby solemnly promise that I will faithfully discharge the duties of my office to the best of my knowledge and ability.

ARTICLE II. DUES.

Every person on taking his seat, as a member, shall pay to the treasurer an initiation fee of one dollar. The monthly dues shall be fifty cents payable in advance.

ARTICLE III. AMENDMENT.

Any amendment to the by-laws shall be read at one regular meeting previous to a vote thereon, and shall be adopted by a two-thirds vote.

ARTICLE IV. QUORUM.

A quorum shall consist of ten members.

CHAIR : You have heard the report of the committee. The secretary will now read the same by sections and any amendments may be offered.

SECRETARY : [Reads, pausing after each section for amendments. None are offered.]

CHAIR : Are there any amendments to the whole as read? [None.] All in favor of the adoption of the Constitution and By-Laws will *rise*. All opposed *rise*. They are adopted. Is the committee on "Outline of Practice" ready to report?

HENRY HUNT : Mr. Chairman, it was the unanimous vote of the committee that "The Parliamentarian's Guide" be adopted, and that the Chair state at each meeting what motions shall be made a specialty in the practice.

CHAIR : What shall be done with the report of the committee?

I. T. MYERS : Mr. Chairman, I move the adoption of the report.

L. C. BRAND : Mr. Chairman, I second the motion.

CHAIR : [Motion stated, voted on, and carried.]

J. F. SMITH : Mr. Chairman, I move we adjourn.

R. A. REYNOLDS : Mr. Chairman, I second the motion.

CHAIR : [Motion put, voted on, and carried.]

THIRD MEETING.

[Call to order, minutes read, and roll-call.]

CHAIR : We have learned in a practical manner how to organize. If we had time, we would consider ourselves *en masse* and repeat the work of the first meeting. At this meeting let us deal especially with Subsidiary motions. Be quick and enthusiastic. It matter not how frivolous the motion. Anything will do for practice. Let a motion be offered.

H. T. CLARKE : Mr. Chairman, I move that J. E. Chandler give, in brief, his views on the tariff question.

M. L. WALKER : Mr. Chairman, I second the motion.

CHAIR ; [States the motion.] Any remarks ?

J. O. BROWDER : I move to strike out the word *tariff* and insert in its place the word *immigration*.

J. A. STEPHENS ; Mr. Chairman, I second the motion.

CHAIR : [States the motion to amend.] Any remarks ?

J. C. BROWN: Mr. Chairman, I move the question be referred to a committee.

R. NIGHTINGALE: Mr. Chairman, I second the motion.

CHAIR: [States the motion to commit.] All in favor, etc.

W. A. SHAW: Mr. Chairman, I move the question be postponed until the next meeting.

T. H. B. CAMP: Mr. Chairman, I rise to a point of order.

CHAIR: State your point.

T. H. B. CAMP: A motion to postpone cannot be made while a motion to commit is pending.

CHAIR: The point is well taken, the motion is out of order.

LINCOLN PENCE: Mr. Chairman, I move the question be laid on the table.

W. BURNAM: Mr. Chairman, I second the motion.

CHAIR: [States the motion to lay on the table.] All in favor, etc. [Interrupted.]

W. T. KEENE: Mr. Chairman. [Attempts to debate the question.]

CHAIR. You are out of order. The question to lay on the table requires an immediate vote. All in favor say *aye*. All opposed say *no*. The *noes*

have it, and the motion to lay on the table is lost. All in favor of the motion to commit say *aye*. All opposed say *no*. The motion is lost. All in favor of the motion to amend say *aye*. All opposed say *no*. The motion is carried. The question as amended is, "That J. E. Chandler give, in brief, his views on the immigration question."

J. F. SMITH: Mr. Chairman, I move the question be indefinitely postponed.

I. T. MYERS: Mr. Chairman, I second the motion.

[Several members debate the question.]

J. R. PRICE: Mr. Chairman, I move the previous question.

L. C. BRAND: Mr. Chairman, I second the motion.

CHAIR: The previous question has been moved. It requires a two-thirds vote. All in favor say *aye*. All opposed say *no*. The motion on the previous question is carried. Now, all in favor of the original motion say *aye*. All opposed say *no*. The motion is lost. Mr. J. E. Chandler will not give his views on the immigration question.

[Adjournment.]

FOURTH MEETING,

[The usual preliminary proceedings.]

CHAIR: The Chair requests that Incidental motions be practiced in this meeting. Any motion is in order.

J. A. STEPHENS: Mr. Chairman, I move that Mr. Pomeroy give reasons for his absence at the last meeting.

W. A. SHAW: Mr. Chairman, I second the motion.

CHAIR: You have heard the motion.

E. POMEROY: Mr. Chairman, I object to the consideration of the question.

CHAIR: Shall the question be considered? All in favor say *aye*. All opposed say *no*. The question will be considered. Any remarks?

G. A. BARRETT: Mr. Chairman, I move the previous question.

A. ZIMMERMAN: Mr. Chairman, I second the motion.

CHAIR: The previous question has been moved.

R. NIGHTINGALE: Mr. Chairman, I am opposed to any "gag-law" procedure in this assembly. It is unjust to move the previous question upon a motion that has not been debated. [Interrupted.]

CHAIR: Be seated. You are out of order. [Previous question put and carried.] The vote will now be upon the main question. [Question put and carried.] Mr. Pomeroy will state his reasons for absence.

W. A. SHAW: Mr. Chairman, I move a reconsideration of the vote on the main question.

F. S. YOUNG: Mr. Chairman, I second the motion.

CHAIR: [Asks the mover if he voted on the prevailing side. His answer is *yes*. Vote taken and motion to reconsider carried.] We will now revote on the main question. [Motion lost.] There is nothing before the house.

C. O. SMITH: Mr. Chairman, I move the adoption of the following:

Resolved, That we protest against horse racing and bicycling in the streets.

E. BOYNTON: Mr. Chairman, I second the motion.

CHAIR: [States the motion.] Any remarks?

J. H. KING: I move that the resolution be divided. Some may favor bicycling and not horse racing.

H. T. CLARKE: Mr. Chairman, I second the motion.

CHAIR: [Motion stated, voted on, and carried.] All in favor of the motion "That we protest against horse racing" say *aye*. All opposed say *no*. It is carried. All in favor of the motion "That we protest against bicycling" say *aye*. All opposed say *no*.

G. C. MCCOY: Mr. Chairman, I move that a committee be appointed to visit the mayor.

C. O. SMITH: Mr. Chairman, I second the motion.

CHAIR: [States the motion.] Any remarks?

M. L. WALKER: Mr. Chairman. [Argues that it is useless.]

G. C. MCCOY: Mr. Chairman, I withdraw my motion if there are no objections.

T. R. WHITE: I object to the withdrawal.

I. T. MYERS: Mr. Chairman, I move that the mover be permitted to withdraw his motion.

J. A. KING: Mr. Chairman, I second the motion.

CHAIR: [Motion stated, voted on, and carried.] The mover can withdraw his motion.

L. J. REYNOLDS: Mr. Chairman, I move that the tariff question be discussed at the next meeting.

C. GROVE: Mr. Chairman, I second the motion.

CHAIR: [Motion stated, voted on, and carried.] Adjournment.]

APPENDIX.

A few words concerning Congress and the election of President will be added.

CONGRESS.

The Congress of the U. S. is somewhat similar to the parliament of England, the Senate corresponding to the House of Lords ; and the House of Representatives to the House of Commons. But the senators are chosen by the state legislatures, while the members of the House of Lords obtain their office by virtue of their birth or by royal appointment. The members of the House of Commons are elected in much the same way as our representatives.

THE WISDOM OF TWO HOUSES.

The object of two houses is to prevent hasty legislation. Representatives are elected for two years and senators for six years. One-third of the senators are elected every two years ; so that at any time there are at least two-thirds of the senators who have had experience in legislation. If the congress of the U. S. consisted of but one house and it were elected every two years, business would

be continually disturbed by a change of policy in our government and people would refuse to go into any kind of enterprise from lack of confidence.

CONGRESSMEN.

Senators as well as representatives are congressmen, but the word congressman is usually applied to members of the House of Representatives only.

NUMBER OF THE CONGRESS.

The first congress convened in 1789 and it was numbered one. Every two years a new congress is elected. The number of the congress at any time can be found by dividing the number of years since 1789 by two.

LONG AND SHORT SESSIONS.

On the 4th of March in the odd years the congressmen take their seats ; but they do not convene until the first Monday in Dec. of the same year, unless the President calls an extra session. This session that convenes on the first Monday in December in the odd years usually lasts until late in the next summer. At this session it is customary for them to take action on the issues on which they were elected. This is called the Long Session. They meet again the first Monday of the next December, and as their term of office expires the 4th of the following March, this is called the Short Session.

RATIO OF REPRESENTATION.

The constitution states that there shall not be more than one representative for every 30,000 inhabitants; but it does not say that there *must* be one for every 30,000 inhabitants. When the constitution was adopted, the population being small, one representative for every 30,000 people made only a small house. If that representation had been continued, the House of Representatives would be at present an unwieldy body. To avoid this the ratio of representation has been raised nearly every decade. Congress decides every ten years how many representatives shall be in congress during that decade. The new census of the U. S. is divided by this number and this determines the Ratio of Representation.

CONGRESSMEN AT LARGE.

When the new ratio is established, it gives some states more representatives than they had the previous decade. In order to avoid redistricting the state, the extra representatives are elected as Congressmen at Large. These representatives are supposed to represent the state as a whole and are voted for by all the voters in the state, while District congressmen are voted for only in their respective districts. Some states have all their representatives as Congressmen at Large.

HOW A BILL BECOMES A LAW.

A bill for raising revenue must originate in the House of Representatives. Any other bill may

originate in either house. A bill is first discussed and voted on in the house in which it originated. If it receives a majority in that house, it is said to have passed that house and is sent to the other house where it is treated in like manner. If it is passed without amendment in the second house, it goes directly to the President; but if it has been amended, it must be reported back and repassed by the first house. After a bill has been sent to the President, if it receives his signature, it becomes a law; if he does not wish to sign it but keeps it ten days, it becomes a law; or, within the ten days, he may return it together with his objections to the house in which it originated; if it is then modified to suit the objections of the President and repassed by a majority in both houses, and receives the signature of the President it becomes a law; or, if it passes each house by a two-thirds vote without alteration, it becomes a law regardless of the signature of the President, and is said to have been passed over the President's *veto*. If a bill fails to pass either house, it is said to have been *killed* in that house.

HOW THE PRESIDENT IS ELECTED.

Each state appoints in such manner as the legislature of the state directs, a number of electors equal to the whole number of senators and representatives to which the state is entitled in congress. These electors are now chosen by a direct vote of the people and in nearly all of the states, each one is voted for over the entire state just as Congressmen at large are voted for. If a state goes the

least one way, the electors are likely to all be chosen from that side. It therefore follows that a change of a few votes in a large state might make as great a change in the result of the election as a change of a million votes would if the President were elected by a direct vote of the people.

WHEN THE PRESIDENT IS ELECTED.

The President is not really elected until the second Wednesday in February when the votes of the electors are counted by a joint session of both houses of congress. But as soon as the election on the first Tuesday after the first Monday in November is over, the number of electors chosen from each party is known and the result can be predicted.

THE ELECTORAL COLLEGE.

The electors all taken together are termed the Electoral College.

APPENDIX.

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STATES.	1890 Population	No. Rep
Alabama.....	1,513,017	9
Arkansas.....	1,128,179	6
California.....	1,208,180	7
Colorado.....	412,198	2
Connecticut.....	746,258	4
Delaware.....	168,493	1
Florida.....	391,422	2
Georgia.....	1,887,353	11
Idaho.....	84,385	1
Illinois.....	3,826,351	22
Indiana.....	2,192,404	13
Iowa.....	1,911,896	11
Kansas.....	1,427,096	8
Kentucky.....	1,858,635	11
Louisiana.....	1,118,587	6
Maine.....	661,086	4
Maryland.....	1,042,390	6
Massachusetts.....	2,238,943	13
Michigan.....	2,093,889	12
Minnesota.....	1,801,826	7
Mississippi.....	1,289,600	7
Missouri.....	2,679,184	15
Montana.....	132,159	1
Nebraska.....	1,058,910	6
Nevada.....	45,761	1
New Hampshire.....	376,530	2
New Jersey.....	1,444,933	8
New York.....	5,997,853	34
North Carolina.....	1,617,947	9
North Dakota.....	182,719	1
Ohio.....	3,672,316	21
Oregon.....	313,767	2
Pennsylvania.....	5,258,014	30
Rhode Island.....	345,506	2
South Carolina.....	1,151,149	7
South Dakota.....	328,808	2
Tennessee.....	1,767,518	10
Texas.....	2,235,523	13
Utah.....	207,905	1
Vermont.....	332,422	2
Virginia.....	1,655,980	20
Washington.....	349,390	2
West Virginia.....	762,794	4
Wisconsin.....	1,686,880	10
Wyoming.....	60,705	1
Totals	62,116,811	657

The present Ratio of Representation is 173,901. There are now 447 votes in the Electoral College.



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